

City of St. John's Corporate and Operational Policy Manual

Policy Title: Special Events Policy	Policy #: 09-14-01
Last Revision Date: 1997-12-08	Policy Section: Community Services - Special Events
Policy Sponsor: Deputy City Manager, Community Services	

1. Purpose

The purpose of this policy is to provide direction to Employees and City residents for events requiring the submission of a Special Events Application.

2. Definitions

“Employee” means any person employed by the City of St. John's as a permanent, term, part-time, casual, contract, seasonal, temporary, or student worker.

“Fireworks” means family fireworks, aerial fireworks, and/or pyrotechnics as defined in the City of St. John's Fireworks By-Law.

“Special Event Organizer” (“The Organizer”) means any person or group submitting a Special Events Application to the City.

“Special Events Regulatory Committee” (SERC) means the Committee approved by Council as detailed in the Special Events Regulatory Committee Terms of Reference.

3. Policy Requirements

3.1 Special Events Application

- a) A Special Event Application shall be required if any of the following apply to the proposed special event:
 - i. is an outdoor event of at least 1,000 people;
 - ii. located in a City park or other outdoor City-owned property;
 - iii. it impacts traffic flows or results in road closures;
 - iv. involves outdoor filming on City-owned property (including City streets);
 - v. is an outdoor event that involves the request for a special event liquor license; or
 - vi. involves the use of Fireworks.
- b) The Special Event Organizer (“the Organizer”) of the event shall complete and submit the Special Events Application as detailed in the **Special Events Procedures**.

3.2 Letter of Approval

- a) A Special Event Application may be approved by the Special Events Regulatory Committee (SERC) or Council and if approved, the SERC shall issue a Letter of Approval to the Organizer.
- b) The Organizer shall comply with all of the applicable conditions and requirements as detailed in the Letter of Approval and the **Special Events Procedures**.
- c) The City may, at any time, cancel the Letter of Approval for reasons of non-compliance with this policy or the conditions and requirements contained in the Letter of Approval by the SERC; and/or at discretion of the City, the St. John’s Regional Fire Department (SJRFD), the Royal Newfoundland Constabulary (RNC), and/or a City inspector.

3.3 Fireworks

- a) The use of Fireworks shall be in accordance with the City of St. John's Fireworks By-Law.
- b) An Organizer seeking approval for a special event that involves the use of Fireworks shall only be considered for approval by SERC if they have a Commercial General Liability insurance policy that has terms acceptable to the City's insurance broker.

3.4 Film Industry Requirements

- a) If a special event involves any outdoor filming on City property (including City streets), the Organizer shall comply with the requirements detailed in the **Special Events Procedures**.

3.5 Animals

- a) The City of St. John's shall not approve any Special Event that involves animals, except for those detailed in the **Special Events Procedures**.

3.6 Insurance Requirements, Release from Liability, and Legislative Compliance

- a) The Organizer shall provide the City with proof of the appropriate type and amount of liability insurance as detailed in the **Special Events Procedures**, within the timeframes detailed in the **Special Events Procedures**.
- b) The Organizer by signing the Application agrees to the Indemnity and Hold Harmless Terms and Release of Waiver of Liability as detailed in the **Special Events Procedures**.
- c) In addition to complying with this policy and its procedures, the Organizer shall ensure they comply with all applicable legislation.

3.7 Non-Compliance by Special Events Organizer

- a) Failure to comply with any conditions or requirements set by the City for a special event may result in the cancellation or closure of an event, the cancellation or rejection of a Special Event Application or a prohibition against future special events approval.
- b) In the event of a rejection, cancellation, closure or prohibition, the City shall not be responsible for any financial expenses or losses of the Organizer related to that Special Event.

4. Application

This policy applies to all Organizers submitting a Special Events Application and all Employees and SERC members involved in the Special Event Application review and approval process.

5. Responsibilities

5.1 City Council shall be responsible for:

- a) reviewing recommendations and approving or rejecting special events that are brought to Council for consideration.

5.2 The Special Event Regulatory Committee shall be responsible for:

- a) reviewing applications and either approving/rejecting applications or making recommendations to Council, as detailed in the Special Event Regulatory Committee Terms of Reference.

5.3 Organizers shall be responsible for:

- a) providing accurate and timely information to the City as required;
- b) complying with all conditions and requirements in their letter of approval to the sole satisfaction of the City.

6. References

- 09-14-01-01 Special Events Procedures
- [City of St. John's Fireworks By-law](#)
- Special Events Application
- Special Event Regulatory Committee Terms of Reference

7. Approval

- Policy Sponsor: Deputy City Manager, Community Services
- Policy Writer: Policy Analyst; Supervisor, Tourism and Events;
Special Projects Coordinator
- Date of Approval from
 - Corporate Policy Committee: November 26, 2021
 - Senior Executive Committee: September 2, 2022
 - Committee of the Whole: September 7, 2022
- Date of Approval from Council: September 19, 2022

8. Monitoring and Contravention

- a) The SERC shall monitor the application of the policy and procedures.
- b) Any contravention of the policy or procedures may be brought to the attention of the Department of Community Services, Department of Finance and Administration (Human Resources Division), Office of the City Solicitor, and/or the City Manager for further investigation and potential follow up disciplinary or legal action, up to and including dismissal.

9. Review Date

Initial Review: Three years

Subsequent Reviews: Every five years